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*Meetings
(Minutes)
Dg*

MINUTES

DD/S STAFF MEETING

1 September 1970

25X1



2. Mr. Bannerman will be on leave 6-13 September.

3. Reports Survey

The President sent a 5 August 1970 memo to all Department and Agency Heads, subject: "Improving Federal Reporting and Reducing Related Paperwork." OMB has issued implementing instructions; GSA is the coordinator. We are to analyze paperwork requirements and discard reports that "fail to meet rigorous standards of need." The Public reporting reduction goal does not affect the Agency. Interagency intelligence reporting will be subject of a separate paper. Our internal reporting, then, is the primary concern.

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An Agency Task Force has been set up, headed by [redacted] with [redacted] as the Directorate representative. Office Heads are to designate senior officers to a DD/S Task Force headed by [redacted]

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The Agency's first report is due 30 October.

Mr. Bannerman asked [redacted] to outline, at the next Staff Meeting, the actions required in this area.

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4. Equal Employment Opportunity within the Support Directorate--
Mr. [redacted]

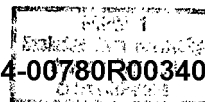
The Agency EEO Officer is [redacted] OIG.

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We must now keep statistical records on minority groups. The focus this year is on the upward mobility of minority groups. There is, however, no

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target figure for the numbers advanced. A report, more detailed than in previous years, is to be sent to the CSC in November. Concerning women employees, we will attempt to identify those slated for training and advancement from the clerical ranks. Mr. [] will be asking the Offices for their reports.

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25X9

Of [] employees in the Support Directorate, 279 are negro: 147 Wage Board, 131 G.S. Top grade for both male and female employees is GS-12.

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Mr. Bannerman stated that he would have more to say on the subject at a later date. He asked Mr. [] for a copy of the statistical information that he read concerning the numbers and distribution of negro employees in the Directorate.

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5. [] of DDI has been assigned to Dr. Kissinger's staff-- to ensure that the important Agency papers get Kissinger's attention.

6. FY 1972 Budget Cuts

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The Deputies met last Friday to discuss these cuts. From the list of possible areas, about 12-14 of the items would require interagency coordination. The list of possibles totaled [] (to provide some flexibility over the indicated [] cut). The identified DD/S areas totaled [] some of which would require curtailment of certain services or funding by the customer.

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The ExDir-Comptroller has been briefed on the Friday meeting. The DCI will try for our initial figure. If cuts must be made, he will decide where.

Meantime, "let's wait and see."

7. Assignments

John McMahon -- Deputy Director OEL
Jack Iams -- Director, OCS

8. On employee problem cases that could involve outside publicity, Mr. Bannerman is the focal point. He keeps the DCI, DDCI and EDC informed of the developments in such cases.

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9. The Annual Awards ceremony will be held 18 September at 11:00 a.m. The formal program will last about 22 minutes after which there will be a Q. and A. period.

10. Mr. Bannerman asked [] to provide him the names of the Americans involved in the []

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11. Around the Table

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Dr. Tietjen

Flu shots will be given 14 September, 16 November.

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Bureau of Narcotics: Dr. Lewis of BNDD has been in touch with OMS. BNDD is setting up a medical support activity for their agents.

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OTR has completed a 26 minute film on Latent Image at a cost of \$210. A surveillance film is in process.

25X1

[] will bring 7 members from the FEI course for a briefing by George Carver.

25X1

Inquired about Rosslyn parking. (A Government-wide report is due in GSA 1 September. The DD/S said we will wait for this since we do not wish to move independently on the issue).

Mr. Blake

Mentioned two areas of concern in the ASPIN report. The DD/S stated that a briefing by a staff member could be arranged for a future Staff Meeting.

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Inquired about future plan for tax withholding from annuity checks. [] replied that the withholding will be strictly voluntary, the annuitant

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must set the amount to be withheld and that it applied to federal tax only.

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Mr.

Stated that the air activity is expanding--hiring 60 more helicopter pilots and 100 more maintenance people.



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